Using your GET Units: An Overview

We want to make it easy for you to use your GET units to pay for college. You decide which of the following payment options works best for you, or choose a combination of the two. Then complete the required forms online, download them from our Web site, or call us and we will mail them to you. (As the account owner, you must approve all payments from your account.)

Step 1: Complete an Intent to Enroll form

Tell us where your student is going to college.   (Complete by July 1 or as soon as your student has selected the school.)

Online Process *(This is the easiest and fastest way)*

• Visit our Web site at **www.get.wa.gov**

• Click on "My GET Account" icon at top of screen and log in to your account using your Login ID and PIN.

• Under "Using Your GET Benefits," click on "Intent to Enroll" and complete as directed.

By Mail

• Visit our Web site at **www.get.wa.gov** and click on "Current Customers."

• Download the form from the "Brochures and Forms" section. (If you do not have Internet access,

  please call us and we will mail the form to you.)

• Complete the form and mail it to the GET Program.

Step 2: Choose your payment option

Direct Payment Request	**AND/OR**	**Reimbursement Request**
GET pays the school directly		You pay the school directly and request
for college expenses		reimbursement from GET
(Complete after August 1)		*(Complete after August 1)*

Online Process *(This is the easiest and fastest way)*

Please allow a minimum of two weeks processing time.

• Visit our Web site at **www.get.wa.gov**

• Click on "My GET Account" icon at top of screen and log in to your account using your Login ID and PIN.

• Under "Using Your GET Benefits," click on "Direct Payment Request" or "Reimbursement

  Request" and complete as directed.

By Mail

The GET Program will mail your payment within three to four weeks.

• Visit our Web site at **www.get.wa.gov** and click on "Current Customers."

• Download the form from the "Brochures and Forms" section. (If you do not have Internet access,

  please call us and we will mail the form to you.)

• Complete the form and mail it to the GET Program.

Important Notes for Account Owners:

• You must approve all payments from your account.

• Online access is only available to the designated account owner.

• If you need help with your login information, please call us at 1-800-955-2318.

• Please wait until after August 1 to request reimbursement or payment from your GET account for the
  2006-2007 academic year. On August 1, the new unit payout value is set, which determines the value of your units.
  In addition, we determine the number of units that are eligible for use during the 2006-2007 academic year.

You will need the following information to request a payment from your GET account (using the online process).

GET Account Number: _____

Login ID: _____

PIN: _____

Important Dates

July 1   • Complete Intent to Enroll (or as soon as your student has selected a school).

August 1   Please submit your payment request on August 1 or later. It takes at least two weeks
                  from the time we receive your request to process the payment.

                  • Complete Direct Payment Request
                    (at the earliest, or **each time** you want to pay the school).

                  • Complete Reimbursement Request
                    (at the earliest, or **each time** you need reimbursement for out-of-pocket expenses).

Questions?

If you have questions at any point in the process, please don't hesitate to contact us.

Email   BenefitsInfo@hecb.wa.gov

Telephone   Toll-free: 1-800-955-2318 (weekdays from 8 a.m. to 5 p.m., except state holidays)

Web site   www.get.wa.gov

Mail   GET Program, P.O. Box 43450, Olympia, WA 98504-3450